

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND  
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION  
No. 600-2

10 July 1996

Personnel--General

TEMPORARY DUTY TRAVEL OF MILITARY AND CIVILIAN PERSONNEL

Local supplementation of this regulation is prohibited unless prior approval is obtained from the proponent.

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1. Purpose. This regulation provides procedures and policies for management and control of costs associated with official temporary duty (TDY) travel of the U.S. Army Materiel Command's (AMC) military and civilian personnel within the Continental United States (CONUS) and Outside the Continental United States (OCONUS).

2. Scope. Policies and controls prescribed herein apply to all AMC military and civilian employees.

3. Objective. This document establishes management policy and procedures for control of TDY travel costs. It does not contain all applicable guidance relative to TDY travel and should not be considered a substitute for the Joint Travel Regulations (JTR) Volumes 1 and 2; or other travel related regulatory guidance.

4. Policies. a. TDY travel will be authorized only when the assigned mission cannot be accomplished in any other manner. TDY travel will be limited to that travel which is essential to the orderly conduct of Government business.

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\*This regulation supersedes AMC-R 600-2, 31 May 1985, including all changes.

b. Selection of personnel for TDY travel assignments will be based upon the qualifications of the individual to best perform the service required without regard to sex, race, religion, age, national origin, or handicap. Trips involving more than one individual to the same place for the same purpose will be approved only after it is clearly demonstrated that no other alternative or means is available to accomplish the objectives of the TDY travel.

c. Planning and scheduling of TDY travel will be done as far in advance as possible to allow adequate preparation, mission consolidation, and utilization of discount airfares.

d. All requests for TDY travel will be reviewed by the travel approving official to ensure that the--

(1) Travel is officially justified and meets mission requirements consistent with good management.

(2) Purpose of mission cannot be satisfactorily accomplished more economically by using correspondence, telephone, teleconference, electronic mail, or other appropriate means.

(3) Number of persons on an assignment is held to a minimum consistent with the purpose of the mission.

(4) Duration of assignment is no longer than justified by the requirements of the mission.

(5) Funds are sufficient to cover the projected cost of the TDY travel.

e. Modes of transportation will be scheduled and used in a manner that is most economical and advantageous to the Government.

(1) Discount fares, contract air fares, and carrier promotional fares will be used whenever possible. All commercial air travel will be coach/economy class unless exceptional circumstances dictate otherwise. Such circumstances primarily involve considerations of security, and/or when travel must be performed at a specific time, and there are no other seating accommodations available.

(2) Public transportation will be used to reduce ground transportation costs. Available courtesy transportation service furnished by hotels/motels will be used to the maximum extent practicable as a first source of transportation between the place of lodging and the common carrier terminal.

(3) Rental car authorization will be limited to those instances in which it is clearly indicated that this form of transportation is less costly, that no Government transportation or other commercial transportation is available, and that the mission cannot be accomplished without the use of a rental car.

(4) If a rental car is authorized, the most economical size rental car meeting mission requirements will be requested from companies holding agreements with the Military Traffic Management Command (MTMC), or the lowest cost commercial agency.

(5) Small groups (two to four persons) from the same location going to the same destination for the same period of TDY will be limited to one rental car unless specifically authorized by the travel approving official.

(6) The Secretary of the Army retains the authority to approve the use of first-class travel. All requests for exception to policy for the use of first-class travel must be fully justified under the appropriate provision of the Joint Travel Regulation/Joint Federal Travel Regulation (JTR/JFTR).

(7) When deviation from the normal route to the TDY destination is requested for the traveler's convenience, any extra expense will be borne by the individual traveler and any excess travel time will be charged to an appropriate type of leave. Reimbursement will be based on charges which would have been incurred by an usually traveled route.

f. All rights to tangible gifts, prizes, or incentives with tangible value acquired incident to official travel accrue to the Government and not to the individual performing the travel. If payment of compensation is made by an airline due to failure to provide confirmed reserved space (overbooking), the check will be made payable to or endorsed to the Treasurer of the United States and remitted to the appropriate finance office. Government travelers shall not voluntarily relinquish a seat if doing so has a detrimental effect on the mission. The only instance in which payment may be retained by the traveler is if the traveler voluntarily relinquishes the seat. Per diem must be adjusted accordingly and the traveler charged leave if this action delays travel during duty hours.

g. Frequent flyer travel mileage and related promotional mileage credits may be accrued for official travel by Department of Defense (DOD) personnel who desire to participate in frequent flyer programs on a voluntary basis. Under no circumstances may credits earned during official travel be used for personal travel. Credits earned during official travel are a result of government expenditures; therefore, the first consideration should be given to redeeming credits to defray official travel costs.

h. When performing TDY at or near a military installation, Government quarters and other Government-furnished facilities will be utilized.

i. Travel expense reimbursement in a high cost area will be limited to actual and necessary expenses (within established maximums) incurred in the conduct of official business. While in a TDY travel status, employees will exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Actual expense allowances in high cost areas are ceilings, not targets, and travelers will not deliberately attempt to spend the maximum amount.

j. Upon completion of TDY, the traveler will prepare a Travel Voucher (DD Form 1351-2). The traveler's supervisor (or designated representative) will review the completed voucher and supporting documentation prior to submission to the appropriate Defense Accounting Office (DAO) for processing. Upon completion of the review, the reviewer will place the notation "Reviewed (date)" and sign over his or her typed or printed name in the upper right hand corner of the DD form 1351-2. The reviewer will not sign the DD Form 1351-2 in block 22. If travel is to a high cost area, the traveler will also prepare an **AMC Form 2888-R-E**, Actual Expense Allowance Request Form, (see appendix C), and fax to Headquarters, Army Materiel Command, ATTN: AMCPE-P, for approval before submitting with DD Form 1351-2 to the appropriate DAO for processing.

k. In cases where a traveler performed a mission for someone other than his immediate supervisor, the review will be performed by the official having firsthand knowledge of the purpose and conditions of travel.

l. A DD Form 1351-2 signed by the traveler indicates that the claim is factual, complete, and accurate. Claiming more expenses than actually incurred and expenses which were not authorized may, depending on the particular facts in the case, constitute fraud. Suspected fraudulent claims will be brought to the attention of the appropriate supervisory chain and are subject to referral to the Criminal Investigative Command or Federal Bureau of Investigation. Knowingly presenting a false, fictitious, or fraudulent claim makes the traveler subject to a fine, disciplinary action, or removal from federal service.

m. **CONFERENCE TRAVEL.** Travel to conferences, and nonessential but job-related training, can and does produce benefits, but their return is frequently marginal. Travel that is only marginal should be deferred or canceled, and other alternate means utilized. A viable alternative to conference travel is the use of video teleconferencing. This can effectively and efficiently extend managerial and oversight responsibilities while significantly reducing travel requirements. Video

teleconferencing can provide videotaped records of the conferences for later use by those unable to attend; serve as a permanent record of the proceedings; and provide real-time, face-to-face conferences without the requirement for travel.

n. OUTSIDE CONTINENTAL UNITED STATES (OCONUS) TRAVEL

(1) Requests for OCONUS travel will be prepared using **AMC Form 1297-R-E**, Request for OCONUS Travel, (see appendix F), and submitted to Commander, AMC, ATTN: AMCPE-P, at least 60 days prior to the contemplated departure date. Any requests not meeting this requirement must include a detailed justification giving reasons why the trip cannot be rescheduled to conform with justified timeframes. Requesting activities will submit all requests for OCONUS travel through the local security office to verify the traveler's security clearance, determine if any travel restrictions apply and ensure that the individual is briefed per appropriate security regulations.

(2) For travel to Europe, contact Headquarters, AMC-Europe via message to CDRUSAMC EUROPE SECKENHEIM GE//AMXEU-CL to determine if personnel already in theater can accomplish the mission thereby making the OCONUS trip unnecessary. The following information will be provided for each traveler: name, grade, rank, social security number, position title, organization, title and office symbol of the office/activity which originated the requirement for travel, locations to be visited, clearance dates requested, and points of contact at each location and explanation of the purpose of the visit. For OCONUS travel other than Europe, the local Logistics Assistance Office (LAO) will be contacted.

(3) If the mission cannot be accomplished by in-theater personnel, maintain a record of communications indicating the official, office symbol, and telephone number from which in-theater assistance was requested, and the reason why assistance could not be provided. Include this information in Block 15 (Remarks) of the AMC Form 1297-R-E.

(4) Determine the estimated cost for the OCONUS travel and include this information in Block 15 (Remarks) of the AMC Form 1297-R-E.

(5) Ensure that individuals traveling have valid passports and visas (if required), and that necessary immunizations have been taken prior to departure.

(6) All requests for travel clearance will be initiated by Headquarters, AMC-Europe. Upon receipt of clearance, the requesting activity will be notified.

(7) Travel orders will then be prepared by the requesting activity. Travel orders for Europe will specify that travelers must receive a briefing on check-in/out procedures in the European theater; and that all AMC visitors will in-process with Headquarters, AMC-Europe, to conduct an entrance briefing with the appropriate element of Headquarters, AMC-Europe. Travel orders for other than Europe will require entrance and exit coordination with the local LAO. Telephonic contact is sufficient.

(8) The requesting activity will notify all activities to be visited by message indicating the name, grade, social security number, and position title of the traveler; purpose of the visit; reporting location; estimated times of arrival and departure; flight number(s); and travel clearance authority. An information copy of the message will also be provided to Headquarters, AMC; Headquarters, AMC-Europe, or the local LAO.

(9) The requesting activity will arrange transportation through the local transportation officer. Routing and selection of the mode of transportation will be per the Routing Guide for International Air Travel. The mode of travel used will be the most economical consistent with limitations on time and mission. Scheduled military airlift will be used, if available.

(10) If an approved OCONUS trip will not be performed, a written notification of the cancellation will be forwarded to both Headquarters, AMC, and Headquarters, AMC-Europe (AMXEU-H).

o. MILITARY AIR TRAVEL.

(1) When using military aircraft, both fixed and rotary wing, to support Army travel requirements, the air travel used must be the most economical mode of transportation consistent with the accomplishment of the military mission. The particular aircraft to be used must be the least costly one capable of satisfying the transportation requirements. Larger aircraft will be used only for reasons of safety, security, or economic feasibility.

(2) Military aircraft shall not be used if commercial airline, including charter, service is reasonably available (i.e., commercial airline service is available to effectively fulfill the mission requirement), and is able to meet the traveler's departure and arrival requirements within a 24-hour period if the minimum mission requirements have not been exceeded and there are no additional costs to the government unless: highly unusual circumstances present a clear and present danger; an emergency exists; the cost of using the military aircraft is less than the cost of commercial transportation; or the aircraft was previously scheduled to perform a bona fide training mission.

p. SPOUSE TRAVEL

(1) Within the Department of the Army, spouse travel eligibility will normally be limited to the spouses of the following officials: Secretary of the Army, Under Secretary of the Army, Assistant Secretariats of the Army, Chief of Staff, Vice Chief of Staff, General Counsel, and General Officers (four-star).

(2) Accompanying spouses will travel with their sponsors on military or commercial aircraft, at government expense, only when there is unquestionably an official requirement where the spouse is actually to participate in the function requiring the travel, or it is deemed in the national interest as desirable because of diplomatic or public relations benefit to the country. Requests for travel meeting these criteria will be considered noninterference (nonreimbursable) travel. When funding is required to support spouse travel under these circumstances, it will be for transportation only. Per diem is not authorized except in very limited cases.

(3) Each event of spouse travel is to be approved on a case-by-case basis; therefore, blanket travel orders for spouses are not appropriate. The request for spouse travel will be reviewed by the principal's legal counsel prior to submission for approval through the normal chain of command. Additionally, when the requesting official is not assigned to Headquarters, Department of the Army (HQDA), the request for approval for spouse travel will also be reviewed by the requesting official's Chief of Staff or equivalent official prior to submission.

(4) All four-star general officers are delegated the authority to approve accompanying travel of their own spouses on military aircraft. This authority does not extend to travel by spouses of others assigned to the commands of those general officers and commanders. Each occurrence will be approved and documented by a memorandum for record on a case-by-case basis by the principal concerned and will bear his or her signature. Blanket travel orders for these spouses are not appropriate. In all cases, the spouse travel will be reviewed prior to the travel by the principal's legal counsel.

(5) Spouses are permitted to travel at full government expense, including per diem, when they are participating in a service-endorsed training course. The spouse will then provide voluntary service incident to such training where the Army receives a primary and direct benefit from the spouse's participation (example: antiterrorist driving training).

(6) Spouses, either individually or part of a group, are permitted to travel at full government expense, including per diem, when performing a direct service to the Department such as providing advice or guidance as a "subject matter expert" in his/her own right when conferring with DOD Officials on DOD matters. In this case, being a spouse is incidental to the individual being a subject matter expert, and the circumstances of travel are not to be confused with accompanying spouse travel.

(7) Spouses merely attending a meeting or conference, even if it is hosted by the DOD Component concerned on a matter related to the component's official business, are not authorized travel at government expense. Approval of spouse travel under this criteria will be considered noninterference (reimbursable) travel.

q. NONINTERFERENCE (REIMBURSABLE) TRAVEL. Noninterference travel is travel by a spouse, dependent, or other non-Federal traveler not on official business, when accompanying senior DOD official traveling on a military aircraft on official business. Noninterference travel differs from space available travel in that it is limited to travel in the company of a senior official and is reimbursable by the traveler at the full commercial coach class fare rate. Such travel is not authorized on military aircraft unless all of the following are met: the military aircraft is already scheduled for an official purpose; the noninterference use does not require a larger aircraft than is needed for the official purpose; official travelers are not displaced; the travel results in negligible additional cost to the government and the government is reimbursed at the full commercial coach class fare rate.

5. Responsibilities. a. Chief of Staff, AMC, is responsible for approving OCONUS travel.

b. Commanders of AMC major subordinate commands (MSC) and separate reporting activities (SRA), and Headquarters, AMC Deputy Chiefs of Staff (DCS) and Separate Office Chiefs (SOC) are

responsible for approving CONUS TDY travel. Normal CONUS TDY travel may be delegated to designated Travel Approving Officials. This may include-

(1) Approving blanket travel orders which allow designated senior officials to make frequent trips away from their permanent duty stations within certain geographical limits in the performance of regularly assigned duties for a period of not more than 6 months.

(2) Approving repeated travel orders which allow any number of separate round trip journeys between an individual's permanent duty station and specified locations.



(3) Endorsing of OCONUS travel requests prior to submission to the Chief of Staff, AMC, for approval.

(4) Publishing OCONUS travel orders upon approval by the Chief of Staff, AMC, and notifying the Plans, Programs, Budget and Operations Office, Deputy Chief of Staff for Personnel.

(5) Providing continuous oversight of TDY travel requirements and actual travel accomplished to ensure compliance with regulatory requirements and that travel is being conducted in a prudent manner.

c. Deputy Chief of Staff for Personnel, Headquarters, AMC, is responsible for--

(1) Developing overall policy for the management associated with TDY travel.

(2) Processing OCONUS travel requests from the MSCs, SRAs, and Headquarters, AMC staff elements prior to submission to the Chief of Staff, AMC, for approval.

(3) Providing technical and administrative assistance regarding uniform interpretations of the Joint Travel Regulations and other applicable travel guidance.

(4) Maintaining statistics on OCONUS travel for the Commanding General, AMC.

d. Deputy Chief of Staff for Resource Management, Headquarters, AMC, is responsible for--

(1) Developing, executing, and performing financial management of the annual Command budget for TDY travel.

(2) Ensuring uniform interpretation of policies established by the Defense Finance and Accounting Service - Indianapolis Center and U.S. Army Finance Command.

(3) Providing advice and assistance on financial operations relating to TDY travel.

e. Supervisors are responsible for--

(1) Ensuring that travel planning minimizes costs.

(2) Reviewing all DD Forms 1610 submitted by their employees, based upon full knowledge of the purpose and necessity of the trip, and determining that the proposed trip is essential.

(3) Reviewing all DD Forms 1351-2 with appropriate supporting documentation submitted by their employees for completeness and appropriateness, signing over his or her typed or printed name in the upper right hand corner of the form. This notation indicates that the reviewer has completed the review, and where appropriate, made recommendations as to whether expenses are considered to be necessary and reasonable.

f. Travelers are responsible for--

(1) Preparing and submitting DD Form 1610 as early as possible in advance of the proposed TDY travel.

(2) Complying with all conditions contained in the approved DD Form 1610.

(3) Exercising the same care in incurring expenses on TDY travel that a prudent person would exercise if traveling on personal business.

(4) Preparing and submitting DD Form 1351-2 with appropriate supporting forms and documentation within 5 working days after completion of travel.

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCPE-P, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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USASAC/AMSAC-IM-O (4)

APPENDIX A

TRAVEL VOUCHER CHECKLIST

A-1. Review DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) ...

Was TDY travel actually performed?

A-2. Review DD Form 1351-2 (Travel Voucher or Subvoucher) ...

a. Check Block 1. Payment Required by (X one). Payment by electronics funds transfer is mandatory for military personnel.

b. Check Block 2. Type of Payment.

c. Check Block 16. Were long distance telephone calls necessary?

If so, sign Block 20.

d. Check Block 17. Is leave statement accurate?

e. Check Block 18. If privately-owned vehicle was authorized:

(1) Is reimbursement limited to constructive common carrier cost?

(2) Is excess travel time charged to leave?

f. If travel was to a high cost area, is an AMC Form 2888-R-E (Actual Expense Allowance (AEA) Request Form) attached?

A-3. Review supporting documentation...

a. Are receipts, or statements as to why receipts were not furnished, attached for any item of reimbursable expense (including single meals) in excess of \$75?

b. Are receipts for car rental and lodging attached?

A-4. Review package...

Has the DD Form 1351-2 been signed by the traveler?

A-5. Annotate in upper right hand corner of DD 1351-2 to indicate package has been reviewed.

A-6. Discuss claims considered to be excessive, beyond the scope of the travel order or not within the limits of regulatory guidance with the traveler.

A-7. Approval by the supervisor is placed in block 22 of the DD Form 1351-2. It is required on travel vouchers for--

a. Hire of a special conveyance (taxi or rental car) when authorization for the hire of a special conveyance was not contained in the orders.

b. Long distance telephones calls. There is a requirement for approval in 31 U.S.C. 680(a) regardless of the number of calls or prior authorization.

## APPENDIX B

## TRAVEL SECURITY

B-1. Purpose: To provide travel policy to AMC employees. These policies are intended to use existing systems and procedure (e.g., subversion and espionage directed against the U.S. Army ... briefings) with additional attention focused on individual travelers in a TDY, permanent change of station (PCS), or leave status. It is incumbent upon each command/agency to establish administrative procedures to improve the personnel security of all soldiers, family members, and Department of the Army (DA) civilians traveling through or to a terrorist-threatened area.

B-2. The Army's worldwide presence increases the vulnerability of our personnel and their families to terrorist acts. The series of terrorist incidents show that DOD personnel are often singled out as targets for attack. All commanders must ensure that their personnel traveling through or to high and potential physical threat countries are given threat briefings and receive instructions on appropriate personal security measures to be taken when conducting such travel. Designated high and potential physical threat areas are those identified by: (1) HQDA/DAMO-ODC- CBT message, subject: DA Force Protection Advisory (in AMC this listing is maintained by the security officer); (2) The Army Counterintelligence Center (ACIC) Monthly International Terrorism Summary (MITS) or; (3) The commander given responsibility for the area concerned. Commanders will implement the following security measures which are intended to lower the symbolic profile of travelers and increase the individual's chances of surviving a terrorist incident:

- a. Limit TDY to or through terrorist-threatened areas to mission-essential travel.
- b. Authorize, if appropriate, reimbursement for the purchase of a regular fee (blue) passport if the area traveled to or through is identified as a high or potential physical threat country by HQDA/DAMO-ODC-CBT message.
- c. Require the use of U.S. facilities for billeting and other requirements when hosting meetings, conferences, or seminars in affected areas.
- d. Discourage unofficial travel to high or potential physical threat areas.
- e. Require authorization for civilian clothing to be stated on orders.

f. Eliminate reference to rank and military organization (titles), when possible. Use unit identification codes or office symbols on Government-issued orders and tickets.

g. Plan for and use military airlift or scheduled Military Airlift Command (MAC) flights, when possible.

h. Travel arrangements (e.g., itineraries) without reference to rank, etc.

i. Discourage carrying classified material. Send classified material through approved channels ahead of the scheduled travel.

B-3. Members of the uniformed services and civilian employees of the DOD are authorized to use foreign flag airlines and/or indirect routings to avoid threatened airports. Transportation officers who arrange travel via an indirect routing or on a foreign flag air carrier to avoid threat situations or airports should cite Government Accounting Office decision, 57 COMP GEN 519 522 (1978) as the justification for using a foreign flag carrier. The use of this citation must be documented in each case and attached to each travel voucher. This is not authority to totally disregard the requirement in the Joint Travel Regulations, Volume 19 paragraph M2150 and Volume 2, paragraph C2204, to use U.S. air carriers where available. Travelers authorized to avoid specific airports or routings must disembark at the nearest exchange from point of origin and continue the journey on an American flag carrier service.

B-4. To improve the personal security of employees traveling to or through high or potential threat areas, travelers are further encouraged to--

a. Avoid unofficial travel to high or potential physical threat area.

b. Use military aircraft or MAC charters whenever possible during travel to or through airports not meeting minimum security standards.

c. Avoid wearing of military uniforms on commercial aircraft when traveling through or to an airport not meeting minimum security standards.

d. Wear nondescript civilian clothing on commercial flights, and avoid wearing apparel clearly of U.S. origins, such as cowboy hats, belt buckles, etc., or the wearing of distinctive military items.

e. Obtain written authorization on travel orders to wear civilian clothing when traveling on military aircraft.

f. Eliminate all references to military rank on documents used to arrange or coordinate travel, e.g., itineraries.

g. Ensure that baggage identification does not show military ranks insignia, or duty station.

h. Use U.S. facilities, such as basic officers quarters/basic enlisted quarters or other U.S.-approved facilities, when overnight lodging is required on an OCONUS trip.

i. Limit the number of documents in possession which confirm affiliation with DOD. Unnecessary documents should be placed in checked baggage.

j. Avoid loitering in public sections of an airport. When possible, proceed expeditiously through security check points to secure areas to await flight departures.

k. Avoid discussing one's military association with anyone.

l. Blend with other passengers as much as possible.

B-5. Guidance concerning passports is as follows:

a. Blanket approval and reimbursement for the use of regular fee (blue) passports is not authorized. If required by the country visited personnel will travel on no-fee official (red) passports and/or on official orders with military identification card. Command-sponsored family members will continue to use the no-fee (blue) passport with an official endorsement, where required.

b. DA personnel traveling on official orders to/from high or potential physical threat areas or through such airports by commercial air are authorized to obtain and carry the regular- fee (blue) passports. Reimbursement will be made upon submission of appropriate documentation.

c. Surrender tourist (blue) passport, when carried in response to a general demand for identification. Confirm DA affiliation only when confronted directly by terrorists and explain that travel under a personal passport is normal and no deceit is intended.

B-6. In addition to the above, commanders will emphasize training in the following areas:

a. Subversion Espionage Directed Against the U.S. Army (SAEDA) briefings - in conjunction with scheduled SAEDA briefings, terrorism threat awareness will be emphasized per AR 525-13.



b. Intelligence - personnel traveling through or to high or potential physical threat areas must be provided an area specific threat briefing, to include antiterrorism measures. Use Army Counterintelligence Center (ACIC) "Terrorist, The Worldwide Threat and Protective Measures for U.S. Military" (latest version) supplemented by current data in the ACIC MITS.

c. Code of conduct - wartime and peacetime applicability of the code of conduct must be emphasized Army-wide. Guidance for personnel subject to travel to or through high or potential physical threat areas, soldiers will, and civilian employees and family members may, refer to and familiarize themselves with DAMO-SA message, subject: Code of Conduct Guidance for Personnel Subject to Terrorist Captivity, 191441Z Jun 85.

B-7. Public affairs guidance. Information on specific measures taken to reduce personal vulnerability to terrorist acts should be protected as "For Official Use Only." Such protected information should not be released to civilian news media and care should be used in publication of such information in command information products. If asked about antiterrorism measures, Army spokespersons should restrict their comments only to general measures taken and the obvious, visible physical security measures such as barricades or increased security force.

# ACTUAL EXPENSE ALLOWANCE (AEA) REQUEST FORM

(AMC-R 600-2)

1. FROM (Include Office Symbol):

2. SPECIFIC REASON FOR TRAVEL:

3. TRAVELER INFORMATION:

NAME

GRADE/RANK/BRANCH

SSN

SENIOR MEMBER/TEAM LEADER

4. PROPOSED ITINERARY

5. PROFESSIONAL, TECHNICAL OR SCIENTIFIC ORGANIZATIONS INVOLVED:

6. ARE INTERNATIONAL CONFERENCES OR MEETINGS INVOLVED? YES ☐ NO ☐ (If yes, explain)

7. NAMES AND TITLES OF ANY FOREIGN CONTACTS:

8. REASONS WHY ACCOMMODATIONS WITHIN PER DIEM ALLOWANCE WILL NOT SUFFICE:

9. INFORMATION INDICATING THE AMOUNT OF EXPENSES WHICH MAY BE INCURRED. AMOUNT OF ALLOWANCES NECESSARY, AND REASONS WHY NORMAL PER DIEM WILL NOT SUFFICE.

NIGHTLY LODGING COST (TAX INCLUDED):

10. SPECIAL ARRANGEMENTS (*Special Government Quarters, Messes, Motels, etc.*)

11. POC

COMMERCIAL:

DSN:

FAX (Commercial)

FAX (DSN)

12. SIGNATURE OF TRAVEL APPROVAL OFFICIAL:

DATE:

13. SIGNATURE OF REQUESTING INDIVIDUAL:

DATE:

**ATTACH A CLEAR COPY OF DD FORM 1610 (TRAVEL ORDER)  
AND  
COPIES (IF AVAILABLE) OF HOTEL RECEIPTS FOR EACH TRAVELER**

**THIS SPACE IS FOR TRAVEL OFFICE USE ONLY**

APPROVED ☐ DISAPPROVED ☐

AEA CONTROL NUMBER

**PRIVACY ACT STATEMENT**

Executive Order 9397 and section 3013 of Title 10 U.S. Code authorize collection of this information. The purpose of this form is to obtain approval for actual expense allowance requests. Completion of this form is necessary before actual expense allowance requests can be processed. The personal information is necessary for proper identification of the requestor. Joint Travel Regulations require that social security numbers be disclosed for identification purposes. The same routine uses will be made of the social security number that are made of the other personal information. Failure to disclose social security number will preclude the processing of actual expense allowance requests.

## APPENDIX D

REQUEST FOR MILAIR TRAVEL  
FOR  
SENIOR GOVERNMENT OFFICIALS

NOTE: Senior Government Officials are General Officers and civilian employees of the Senior Executive Service or equivalent.

## REQUESTING SENIOR TRAVELER:

SIGNATURE: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
RANK/GRADE: \_\_\_\_\_  
TITLE: \_\_\_\_\_

NOTE: Signature of senior official requesting MilAir travel authorization may not delegate signature authority.

TRAVEL DATES: \_\_\_\_\_ TYPE AIRCRAFT: AIRPLANE \_\_\_\_\_  
HELICOPTER \_\_\_\_\_

PURPOSE: \_\_\_\_\_

JUSTIFICATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
APPROVED  
DISAPPROVED

BILLY K. SOLOMON  
Major General, U.S. Army  
Chief of Staff

APPENDIX E  
OSA REQUEST

DATE \_\_\_\_\_

1. Unit/Section to be supported: \_\_\_\_\_ UTC \_\_\_\_\_

2. Mission: (List times in ZULU/LOCAL time for each location)

DATE	DEPARTURE AIRPORT & ICAO	REQUIRED DEPART TIME ZULU/LOC	*EARLIEST DEPART TIME ZULU/LOC	DESTINATION AIRPORT & ICAO	DESIRED ARRIVAL TIME ZULU/LOC	REQUIRED ARRIVAL TIME ZULU/LOC

Earliest departure time is the earliest time the passengers can be available for departure and must be a minimum of 2 hours prior to requested departure time. Desired arrival time must be a minimum of two hours prior to required arrival time (IAW AR 95-1). If time constraints preclude the 2 hours "window", explain below.

3. Reason for mission and why times cannot be altered: \_\_\_\_\_

4. a. COMMERCIAL AIR ALTERNATIVE(S):

DATE	AIRLINE/FLT #	DEPARTURE AIRPORT	DEST AIRPORT	# OF PAX	TOTAL CCST/FARE

b. Justification why commercial air is not appropriate: \_\_\_\_\_

5. Passenger manifest: Senior passenger rank/Name: \_\_\_\_\_

NAME	SVC	GRADE	BRANCH	SSAN	BAG NO.	UTC	PHONE

6. Point of contact:

	RANK/NAME	DUTY PHONE (DSN)	AFTER DUTY HOURS PHONE (COMM)
DEPARTURE			
ARRIVAL			

NOTE: The listed individual(s) must be able to contact passengers before departure and after arrival. In event of aircraft/weather problems, the POCs will be notified of delay or cancellation.

Cargo type: \_\_\_\_\_

Largest/heaviest item:

a. Length \_\_\_\_\_ b. Height \_\_\_\_\_ c. Width \_\_\_\_\_ d. Weight \_\_\_\_\_

e. Cargo handlers will be provided at departure and arrival location to on and offload cargo: ☐ YES ☐ NO ☐ N/A

f. Special cargo certification/handling, requirements have been met: ☐ YES ☐ NO ☐ N/A

Select the appropriate statement that applies to your mission request:

☐ The undersigned certifies that the requested mission is an emergency airlift of eligible personnel/cargo that is in direct support of operational forces, for lifesaving purposes, or in support of required use passengers. This mission cannot be satisfied by any other mode of travel.

☐ The undersigned certifies that the requested mission is use airlift of eligible personnel/cargo and that schedule or delivery constraints are such that the mission cannot be satisfied by any other mode of travel. It is further certified that commercial travel schedules have been checked and do not meet the critical requirements of this mission.

☐ The undersigned certifies that the requested mission is an official business airlift of eligible personnel or cargo. It is further certified that commercial travel schedules have been checked and do meet the requirements of this mission.

REQUESTOR:

SIGNATURE \_\_\_\_\_

PRINT/TYPE NAME/RANK \_\_\_\_\_

ORGANIZATION/DUTY PHONE \_\_\_\_\_

AUTHORIZING OFFICIAL:

SIGNATURE \_\_\_\_\_

PRINT/TYPE NAME/RANK \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

DUTY PHONE: DSN/COMM \_\_\_\_\_

AFTER DUTY PHONE \_\_\_\_\_

SENIOR FEDERAL TRAVELLER (SIGNATURE MAY NOT BE DELEGATED):

SIGNATURE \_\_\_\_\_

PRINT/TYPE NAME/RANK \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

**REQUEST FOR OCONUS TRAVEL**

(AMC-R 600-2)

DATE:

THRU:

TO:

FROM:

NAME (Last, first, middle initial)

SSN

GRADE

POSITION TITLE

CITIZENSHIP

DATE OF BIRTH

PLACE OF BIRTH

PASSPORT NO.

PSPT ISS DATE

PLACE PSPT ISSUED

SCTY CLNC

ORGANIZATION &amp; STATION

AREA CODE &amp; OFC TEL NO .

AREA CODE &amp; HOME TEL NO.

## CHECK IF APPROPRIATE

TRAVEL AT INVITATION (COPY ATTACHED) OF:

☐CLASSIFIED MATERIAL WILL BE DISCLOSED  
TO WHOM?

TRAVEL DIRECTED BY: AMC (Office Symbol):

DA (Office Symbol):

HIGHEST CLASSIFICATION:

CONFERENCE TRAVEL (DOCUMENTATION ATTACHED)

RELEASE DIRECTED BY: (Document or regulation)

AMC-R 70-13 APPLIES

☐

CLASSIFIED MATERIAL WILL NOT BE DISCLOSED

SERVICE CANNOT BE PERFORMED BY PERSON(S)  
PRESENTLY IN THEATERINDIVIDUAL HAS RECEIVED PRE-TRAVEL BRIEFING UNDER  
PROVISIONS OF AR 381-12

Continue following items in REMARKS. Identify each item by number

1. VISIT IS WITHIN PURVIEW OF AR 1-40 .  
(Justify late submissions in REMARKS)2. TRAVEL IS EXEMPT FROM THEATER CLEARANCE.  
PARA AR 1-40 OR AR 34-1 APPLIES.

3. VARIATION AUTHORIZED IS REQUESTED.

4. SPECIAL CONVEYANCE (Justify in REMARKS)

5. EXCESS BAGGAGE LBS (Justify in REMARKS)

6. MODE OF TRANSPORTATION IF OTHER THAN IAW MTMC  
ROUTING GUIDE FOR INTL AIR TRAVEL (Justify in REMARKS)

7. FUND CITATION

8. DEPARTURE DATE

9. LENGTH OF TDY

10. ANNUAL LEAVE?

YES ☐NO ☐

DAYS

11. ITINERARY: (Specify comds, units, fgn COML indiv fgn mil activities to be visited. Under PERSONS TO BE CONTACTED include name, grade, title, and telephone number)

DESTINATION	OFFICE / INSTALLATION	DATE AND APPROX TIME	PERSONS TO BE CONTACTED
FR:			
TO:			
FR:			
TO:			
FR:			
TO:			
FR:			
TO:			
FR:			
TO:			
FR:			
TO:			
FR:			
TO:			
FR:			
TO:			

12. PURPOSE AND AUTHORITY FOR TEMPORARY DUTY AT EACH TDY POINT (Continue on reverse)

12. PURPOSE AND AUTHORITY FOR TEMPORARY DUTY AT EACH TDY POINT *(Continued)*13. ☐ LOGISTIC SUPPORT DESIRED *(Transportation, hotel accommodations, etc.)*14. ☐ UTILIZATION OF EXISTING GOVERNMENT FACILITIES WILL ADVERSELY AFFECT THE PERFORMANCE OF THE ASSIGNED MISSION (U4400, VOL 1, JFTR) (MIL PERS ONLY) *(Justify in REMARKS)*

## 15. REMARKS

16. APPROVING AUTHORITY *(Typed name, grade , and title)*

17. SIGNATURE



## DATA REQUIRED BY THE PRIVACY ACT OF 1974

(5 USC 552a)

## TITLE OF FORM:

REQUEST FOR OCONUS TRAVEL

## PRESCRIBING DIRECTIVE

AMC-R 600-2

## 1. AUTHORITY:

Executive Order 9397 - 22 Nov 43 Social Security Number;  
Title 10 USC 3013 all other personal information.

2. **PRINCIPAL PURPOSES:** To obtain theater/area clearances for proposed OCONUS TDY visits and authorize TDY orders for approved visits.

3. **ROUTINE USES:** Prepare request for theater/area clearance and issue OCONUS TDY travel orders. Form is retained in file and destroyed in 2 years.

## 4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:

Completion of this form is necessary before theater/area clearances can be obtained and OCONUS TDY orders issued. The personal information is necessary for proper identification of the requestor. Joint Travel Regulations require that social security numbers be disclosed for identification purposes. The same routine uses will be made of the social security number that are made of the other personal information. Failure to disclose social security number will preclude the issuance of travel orders.